

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Environmental Engineer****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Manages the beach erosion control program. Administers the erosion and sediment control program. Develops and implements land use and environmental policies, plans, and regulations. Interprets and monitors federal, state and local environmental policies and regulations.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Manages programs by reviewing site development and construction plans, making planning, design, and construction recommendations, ensuring compliance with grant requirements, reviewing engineering calculations, monitoring project accounts, interpreting and ensuring compliance with environmental regulations, reviewing design and construction documents, monitoring and inspecting construction projects, evaluating the land use and developmental impacts, providing technical guidance, and interpreting federal, state and local laws and regulations.
2	S	Administers the department by developing and implementing land use and environmental policies, plans and regulations, conducting research on land use and environmental issues, providing supervisory duties, training and supervising construction site inspectors, submitting budget requests, making presentations to officials and civic groups, preparing educational and informational materials, preparing technical reports, making policy recommendations, drafting ordinance language, serving on technical or public interest committees, evaluating funding and staffing options, preparing grant applications and administering grant funded projects.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Masters degree-level of study.
Experience	Two years experience.
Certifications and Other Requirements	Valid Driver's License, Erosion and sediment control plan reviewer or program administrator, Special Police Officer Commission
Reading	Work requires the ability to read legal documents, legislation, construction plans and specifications, and various reports.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write various reports, ordinances, policies, and informational materials.
Managerial	Managerial responsibilities include planning and overseeing projects, and coordinating funding, design regulatory and construction activities with various organizations and property owners.
Budget Responsibility	Researches for documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies is also required. Represents the city to elected and appointed officials, civic organizations and the media. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. Occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Copier, fax machine, filing, working at plan review table, inspections, observations
Sitting	F	Computer, desk work, answering telephone, meetings, driving
Walking	F	To/from meetings, inter-office, while conducting site inspections
Lifting	R	Office supplies, files, boxes
Carrying	R	Office supplies, files, boxes
Pushing/Pulling	R	Chairs, boxes
Reaching	R	Office supplies, files, boxes
Handling	R	Office supplies, files, boxes
Fine Dexterity	O	Computer keyboard, calculator, writing
Kneeling	R	Filing in file cabinet drawers
Crouching	R	Filing in file cabinet drawers
Crawling	N	
Bending	R	Filing in file cabinet drawers
Twisting	R	Filing in file cabinet drawers
Climbing	R	Stairs, during site inspections
Balancing	R	On stairs, during site inspections
Vision	C	Computer, desk work, reading, writing, observations, inspections
Hearing	C	Telephone, staff, supervisor, property owners, developers, engineers, regional and special staff committee members, personnel from City Manager's office, Public Works, Finance and Law, commissions and agency personnel, meetings
Talking	F	Telephone, staff, supervisor, property owners, developers, engineers, regional and special staff committee members, personnel from City Manager's office, Public Works, Finance and Law, commissions and agency personnel, meetings
Foot Controls	O	Driving
Other (specify)	N	

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Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, motor vehicle, shovel and soil probe, engineers scale, audio visual equipment, pager, camera, Standard Microsoft Windows and Office software, ArcView, H.T.E.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	M
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	R
Noisy/Distracting Environment	N
Other (see 3 below)	N

(3)